DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT   EDSM No: I.1.1.12
ENGINEERING DIRECTIVES AND STANDARDS

Volume :   I   Effective Date :
Chapter :   1   Revision Date :   12/17/1986
Section :   1   Subject :   ENGINEERING AUTOMATION
Directive :   12

1. **Purpose**. This directive states the automation duties and responsibilities of the Automation Engineer pertaining to the engineering automation activities of the Department.

2. **Scope**. Those sections directly affected by this directive and who are subject to the regulation of the Automation Engineer ("AE") are all of those sections whose Head reports to the Chief Engineer, or his subordinates, including but not limited to all engineering sections, all construction sections, all maintenance sections, Real Estate, and District offices (hereinafter referred to as "Operations Division").

   Because any automation decision and/or responsibility carried out by the Operations Division affects, and is affected by, Data Processing, the Undersecretary and Chief Engineer have worked out the following, and are in full agreement and accord.

3. **General**. The AE is responsible for the implementation of the Operations Division's data, software and hardware.

   Where a Section's responsibilities with respect to data, software or hardware are not clear, the AE will establish, in my name, the responsibility.

   Every responsibility and action carried out by the AE will be done in accordance with the Secretary's PPM Number 69.

   The AE will very closely coordinate his activities with the Undersecretary or his designee.

4. **Operations Division's Data**: The AE will determine which section is responsible for each data item needed by the Operations Division. The AE will maintain a data dictionary, showing each file or database name, each data item name, together with the Section responsible for (a) originally inputting the data item, and (b) the Section(s) authorized to update each item.

   The AE will monitor the data, ensuring: (a) prompt input and update of data, (b) ease of access, and Cc) the security of the data.

5. **Financial Data**: The AE will coordinate all of the Operations Division's access requirement with Financial Services and with Data Processing.

   The AE will represent the Operations Division's data requirements during periods of new system development or enhancement.

6. **Operations Division's Software**. All existing Operations Division software, whether purchased or developed in house, is to be made known to the AE, who will prepare a list of such software, who uses the software, and which Section is responsible for the maintenance of such software. Where responsibility is not clear, the AE shall make the decision.

   Upon receipt of this directive, each Operations Division Section is to compile a list of software that it uses and/or owns, and forward that list to the AE by January 15, 1987.

   Software to be acquired or developed by or for the Operations Division will be done under the direction of the AE. Sections will immediately involve the AE in all such ongoing or anticipated projects, and the AE will assume responsibility to see that such acquisition or development is accomplished, quickly and efficiently, under the rules of the Secretary's PPM Number 69.

7. **Departmental Software**. Software acquired, developed and/or provided by Data Processing is the responsibility of that Section; however, the following arrangement has been worked out.

   In general, the AE will represent the Operations Division's requirements in all matters where the Operations Division will be affected.

   The AE will represent the Operations Division point of view whenever significant operating system changes are planned or should there be excessive down time.

   The AE is required to have a general knowledge of the entire software library, including operating system(s) and utilities, so that the Operations Division can be adequately represented, and so that a focal point can be established within our Division.

8. **Hardware**. The AE will represent the Operations Division's requirements whenever significant acquisitions are being planned by data processing, or whenever the acquisition directly affects this Division. The AE must therefore have a general working knowledge of the capabilities and capacities of the hardware. The AE will represent this Divisions requirements in the event of excessive down time.

   With respect to CADD, the AE will have a high degree of understanding of its capabilities, limitations and capacities, shall participate in the planning of this system, and shall monitor and report monthly to the Chief Engineer on the usage of the system.

9. **Standards**. The AE shall insist that appropriate Standards are used whenever an Operations Division computer-based project is in progress.

   The AE shall be a part of the Quality Assurance team on every Operations Division computer-based project

10. **Personnel**. The AE shall make recommendations into those activities undertaken by Data Processing's Engineering Systems Team.

With respect to those personnel in the Operations Division- -regardless of section- -who are involved in program development, the AE will ensure that there is compliance with Secretary's PPM Number 69.

11. **Relationship with the Director of Data Processing**.

    The AE will be aggressive in maintaining a working knowledge of activities in data processing.

    The Director of Data Processing will include the AE in high-spot planning, will keep the AE informed and be cognizant of the AE's duties and responsibilities.

12. **Relationship with Appropriate Committees**. The AE is Chairman of the Systems and Operations Steering Committee.

    The AE is not a member of the Automation Management Group, but will be called upon to provide specific input to this committee on matters affecting the Operations Division.

13. **Other Issuances Affected**. All directives, memoranda or instructions issued, heretofore, in conflict with this directive are hereby rescinded.

14. **EFFECTIVE DATE**. This policy is effective immediately.

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ROY E. MITCHELL, JR.
CHIEF ENGINEER

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